

City of Gloucester

City Council

CITY HALL • GLOUCESTER • MASSACHUSETTS • 01930
Telephone 508-281-9722 Fax 508-281-8472

CITY COUNCIL STANDING COMMITTEE

Budget and Finance

Thursday, April 22, 2010– **3:00 p.m.**

1st. Fl. Council Conference Rm. – 9 Dale Avenue, City Hall

AGENDA

1. Unfinished Business:
 - A) Stormwater Utility Fee (Continued from 04/06/2010)
 - B) "Friendly Eminent Domain Taking" of Parcel Known as I4-C2 and Loan Authorization (Continued from 04/06/2010)
2. Report from City Auditor re: Accounts Having Expenditures Which Exceed Their Appropriations
3. Memo from Police Chief Michael Lane re: "Click It or Ticket" grant from Mass. Executive Office of Public Safety and Security
4. Memo from Library Director re: permission to establish new account for Contractual Services & Special Budgetary Request (#10-28)
5. Two Supplemental Appropriation-Budgetary Requests (#10-SA-7 & #10-SA-8)
6. Grant Application & Checklist from Grants Administrator re: grant from EPA Brownfields Cleanup Revolving Loan Fund
7. Memo from Grants Administrator re: Program Year 2010 CDBG and Home Grants acceptance of anticipated CDBG grant in the amount of \$870,582.00 and anticipated allocation of the HOME Grant from the NS HOME Consortium in the amount of \$138,848.00
8. Supplemental Appropriation-Budgetary Request (#10-SA-9) from Dept. of Public Works
9. CC2010-021 (Hardy) That B&F invite Superintendent of Schools and Administrators of Charter School re: Proposed FY2011 Budget
10. Review of Executive Session Minutes of March 25, 2010
11. Status of the search to fill the position of City Auditor
12. Memorandum by the Fire Chief to the Chief Administrative Officer regarding the Fire Safety Grant monies received by the City in 2009
12. Update from CFO/Treasurer's Office on FY10/11 Budget
13. Other Business

COMMITTEE

Councilor Steven Curcuru, Chair

Councilor Paul McGeary, Vice Chair

Councilor Jacqueline Hardy

Committee members – Please bring relevant documentation

Back-up and Supporting Documentation all on file at the City Clerk's Office, City Hall

CC: Mayor
Jim Duggan
Jeff Towne
Barry Boyce,
Mary Richardson
Chief Michael Lane
Sharon Dubois
Carol Gray
Mike Hale
David Bain

10 APR 20 AM 8:39
CITY CLERK
GLOUCESTER, MA

CITY COUNCIL STANDING COMMITTEE
Budget & Finance
Thursday, April 22, 2010

**ITEMS LISTED UNDER #1 UNFINISHED BUSINESS HAVE
DOCUMENTATION PREVIOUSLY ON FILE:**

1. A) Stormwater Utility Fee (Continued from 04/06/2010)
- B) "Friendly Eminent Domain Taking" of Parcel Known as I4-C2 and Loan Authorization
(Continued from 04/06/2010)

**CITY OF GLOUCESTER
AUDITOR'S OFFICE**

APRIL 6, 2010

RECEIVED

APR - 8 2010

Mayor's Office

TO: CITY COUNCIL

FROM: CITY AUDITOR

RE: CODE OF ORDINANCE CHAPTER 2, ADMINISTRATION, ARTICLE III,
OFFICERS AND EMPLOYEES, DIVISION 6, CITY AUDITOR, S 2-104
p. 161, EFFECTIVE MARCH 1, 1986

cc: MAYOR CAROLYN KIRK

S 2-104 DUTY WHEN APPROPRIATIONS ARE EXHAUSTED
WHENEVER THE APPROPRIATIONS FOR ANY DEPARTMENT FOR ANY OBJECTS HAVE
BEEN EXHAUSTED, THE CITY AUDITOR SHALL COMMUNICATE THE FACT TO THE
MAYOR AND THE CITY COUNCIL, AND ALL EXPENDITURES THEREFORE SHALL CEASE
UNTIL A FURTHER APPLICATION IS DULY MADE.
AS OF THE WEEK ENDING APRIL 6, 2010. THE FOLLOWING ACCOUNTS HAVE
EXPENDITURES THAT EXCEED THEIR APPROPRIATIONS:

<u>CITY ACCOUNT #</u>	<u>ACCOUNT TITLE</u>	<u>AMOUNT OVER</u>
101000.10.211.51300	Police Uniform Sal/Wage Overtime	(\$1,195.56)
101000.10.220.51300.	Fire Department, Sal/Wage Overtime	(\$15,223.03)
101000.10.220.51570	Fire Department, Workers Comp Pay	(\$13,263.60)
101000.10.220.51315	Fire Department, Overtime Training Exp	(\$3,424.50)
101000.10.423.51310.	DPW Snow/Ice Removal OT	(\$37,279.83)
101000.10.423.52970.	DPW Snow/Ice Removal Contract	(\$301,301.00)
101000.10.423.55410	DPW Snow/Ice Removal Sand & Salt	(\$161,954.82)
101000.10.543.57740	Veteran's Service, Fuel	(\$500.00)
600000.10.440.51200	Sewer Sal/Wage Temp Position	(\$528.24)
610000.10.450.51100	Water Sal/Wage Perm Position	(\$2,796.75)

AGING OF ACCOUNTS		CITY OF GLOUCESTER													
ACCOUNT	DESCRIPTION	6-Apr-10	25-Mar-10	11-Mar-10	28-Feb-10	12-Feb-10	29-Jan-10	18-Dec-09	3-Dec-09	17-Nov-09	11-Nov-09	23-Oct-09	25-Sep-09	11-Sep-09	
Function 3500	School Athletics														
Function 3620	Student Activities														
Function 2210	School Leadership														
Function 2331	Sped Para/Professional/Instruct Aide														
101000.10.121.51100	Mayor Sal/Wage Perm Position				\$ (290.94)	\$ (311.72)									
101000.10.135.53130	Auditor, Professional Auditing Serv.			\$ (20.63)	\$ (20.63)					\$ (1,923.96)			\$ (7,990.09)	\$ (59,975.00)	
101000.10.145.52000	Treasurer/Collector Contractual Serv.													\$ (3,203.75)	
101000.10.152.51100	Personnel Sal/Wage Perm Pos														
101000.10.152.51720	Personnel Unemployment Insurance							\$ (1,488.00)							
101000.10.152.51970	Personnel, Retirement Sick Buy Back		\$ (9,652.26)	\$ (9,652.26)	\$ (9,652.26)					\$ (5,100.00)	\$ (5,100.00)	\$ (5,100.00)			
101000.10.163.51200	Registration, Sal/Wage Temp Pos														
101000.10.211.51300	Police Uniform Sal/Wage Overtime	\$ (1,185.56)				\$ (1,504.58)	\$ (1,309.58)								
101000.10.220.51300	Fire Dept Sal/Wage Overtime	\$ (15,223.03)	\$ (29,636.24)	\$ (29,821.35)	\$ (18,977.04)	\$ (18,040.44)	\$ (16,777.92)								
101000.10.220.51570	Fire Department, Workers Comp Pay	\$ (13,263.60)	\$ (17,575.88)	\$ (9,770.69)	\$ (12,365.56)	\$ (7,768.58)									
101000.10.220.51315	Fire Department, Overtime Training Expense	\$ (3,424.50)	\$ (3,424.50)												
101000.10.296.51400	BOH, Shellfish Control, Sal/Wage Longevity														
101000.10.423.51310	DPW Snow/ice Removal OT	\$ (37,278.83)	\$ (36,183.20)	\$ (35,692.73)	\$ (32,555.73)	\$ (22,244.91)	\$ (17,549.79)		\$ (175.52)						
101000.10.423.52970	DPW Snow/ice Removal Contract	\$ (301,301.00)	\$ (296,996.00)	\$ (294,775.00)	\$ (237,674.50)	\$ (235,679.50)	\$ (169,064.50)								
101000.10.423.55410	DPW Snow/ice Removal Sand & Salt	\$ (161,954.82)	\$ (169,434.52)	\$ (197,676.28)	\$ (177,876.28)	\$ (177,676.28)	\$ (57,676.28)								
101000.10.499.52470	DPW-Other, Vehicle Maintenance														
101000.10.510.51300	Public Health Sal/Wage Overtime														
101000.10.543.57700	Veteran's Serv - Vets Direct Access				\$ (50.37)			\$ (555.38)	\$ (555.38)						
101000.10.543.57720	Veteran's Service Medical														
101000.10.543.57740	Veteran's Service Fuel									\$ (84.00)	\$ (84.00)				
101000.10.610.51250	Library Admin Sal/Wage PT Pos	\$ (500.00)	\$ (500.00)	\$ (8,877.56)	\$ (9,453.91)					\$ (5,707.46)	\$ (5,544.49)	\$ (3,482.06)			
101000.10.610.51430	Library Admin Night Differential														
101000.10.610.51430	Library Admin Dues & Subscriptions														
600000.10.440.51200	Sewer Sal/Wage Temp Position	\$ (529.24)	\$ (172.40)							\$ (3,528.11)	\$ (3,166.15)	\$ (937.22)	\$ (636.78)		
610000.10.450.51100	Water Enterprise Sal/Wage Perm Position	\$ (2,796.76)												\$ (5,189.61)	
610000.10.450.51300	Water Enterprise Sal/Wage Overtime														
610000.10.480.57000	Water Enterprise, Water Const. Remv		\$ (560.00)	\$ (560.00)	\$ (560.00)	\$ (8,173.97)	\$ (3,291.01)								

CITY OF GLOUCESTER

AUDITOR'S OFFICE

March 25, 2010

TO: CITY COUNCIL

FROM: CITY AUDITOR

RE: CODE OF ORDINANCE CHAPTER 2, ADMINISTRATION, ARTICLE III,
OFFICERS AND EMPLOYEES, DIVISION 6, CITY AUDITOR, S 2-104
p. 161, EFFECTIVE MARCH 1, 1986

cc: MAYOR CAROLYN KIRK

S 2-104 DUTY WHEN APPROPRIATIONS ARE EXHAUSTED
WHENEVER THE APPROPRIATIONS FOR ANY DEPARTMENT FOR ANY OBJECTS HAVE
BEEN EXHAUSTED, THE CITY AUDITOR SHALL COMMUNICATE THE FACT TO THE
MAYOR AND THE CITY COUNCIL, AND ALL EXPENDITURES THEREFORE SHALL CEASE
UNTIL A FURTHER APPLICATION IS DULY MADE.
AS OF THE WEEK ENDING March 25, 2010. THE FOLLOWING ACCOUNTS HAVE
EXPENDITURES THAT EXCEED THEIR APPROPRIATIONS:

<u>CITY ACCOUNT #</u>	<u>ACCOUNT TITLE</u>	<u>AMOUNT OVER</u>
101000.10.152.51720	Personnel Unemployment Insurance	(\$9,652.26)
101000.10.220.51300.	Fire Department, Sal/Wage Overtime	(\$29,636.24)
101000.10.220.51570	Fire Department, Workers Comp Pay	(\$17,575.88)
101000.10.220.51315	Fire Department, Overtime Training Exp	(\$3,424.50)
101000.10.423.51310.	DPW Snow/Ice Removal OT	(\$36,183.20)
101000.10.423.52970.	DPW Snow/Ice Removal Contract	(\$296,996.00)
101000.10.423.55410	DPW Snow/Ice Removal Sand & Salt	(\$169,434.52)
101000.10.543.57740	Veteran's Service, Fuel	(\$500.00)
101000.10.610.57300	Library-Admin, Dues & Subscriptions	(\$172.40)
610000.10.480.57000	Water Enterprise, Water Construct Renew	(\$560.00)

SCHOOL FUCTION CODE:

AGING OF ACCOUNTS		CITY OF GLOUCESTER											
ACCOUNT	DESCRIPTION	25-Mar-10	11-Mar-10	26-Feb-10	12-Feb-10	29-Jan-10	18-Dec-09	3-Dec-09	17-Nov-09	11-Nov-09	23-Oct-09	25-Sep-09	11-Sep-09
Function 3500	School Athletics												
Function 3520	Student Activities												\$ (59,975.00)
Function 2210	School Leadership												\$ (3,203.75)
Function 2331	Sped Para/Professional/Instruct Aide								\$ (1,923.96)			\$ (7,899.09)	
101000.10.121.51100	Mayor Sal/Wage Perm Position			\$ (290.94)	\$ (311.72)								
101000.10.135.53130	Auditor, Professional Auditing Serv.		\$ (20.63)	\$ (20.63)									
101000.10.145.52000	Treasurer/Collector Contractual Serv.												
101000.10.152.51100	Personnel Sal/Wage Perm Pos						\$ (1,498.00)						
101000.10.152.51720	Personnel Unemployment Insurance	\$ (9,652.26)	\$ (9,652.26)	\$ (9,652.26)									
101000.10.152.51970	Personnel, Retirement Sick Buy Back											\$ (133.37)	\$ (284.99)
101000.10.163.51200	Registration, Sal/Wage Temp Pos												
101000.10.220.51300	Fire Dept Sal/Wage Overtime	\$ (29,636.24)	\$ (29,821.35)	\$ (18,977.04)	\$ (1,309.58)								
101000.10.220.51570	Fire Department, Workers Comp Pay	\$ (17,575.86)	\$ (9,770.00)	\$ (12,365.56)	\$ (7,766.58)	\$ (16,777.82)							
101000.10.220.51315	Fire Department, Overtime Training Expense	\$ (3,424.50)											
101000.10.296.51400	BOH, Shellfish Control, Sal/Wage Longevity												
101000.10.423.51310	DPW Snow/ice Removal OT	\$ (36,183.20)	\$ (35,692.73)	\$ (32,555.73)	\$ (22,244.91)	\$ (17,549.79)	\$ (175.52)						
101000.10.423.52970	DPW Snow/ice Removal Contract	\$ (296,896.00)	\$ (294,776.00)	\$ (237,674.50)	\$ (235,679.50)	\$ (169,084.50)							
101000.10.423.55410	DPW Snow/ice Removal Sand & Salt	\$ (169,434.52)	\$ (197,676.28)	\$ (177,676.28)	\$ (177,676.28)	\$ (57,676.28)							
101000.10.499.52470	DPW-Other, Vehicle Maintenance						\$ (555.36)	\$ (555.36)					
101000.10.510.51300	Public Health Sal/Wage Overtime												
101000.10.543.57700	Veteran's Serv - Vets Direct Access			\$ (50.37)									
101000.10.543.57720	Veteran's Service Medical								\$ (84.00)	\$ (84.00)			
101000.10.543.57740	Veteran's Service Fuel	\$ (500.00)	\$ (8,877.56)	\$ (6,453.91)					\$ (5,707.46)	\$ (5,544.49)	\$ (3,482.06)		
101000.10.610.51250	Library Admin Sal/Wage PT Pos												
101000.10.610.51430	Library Admin Night Differential												
101000.10.610.51430	Library Admin Dues & Subscriptions	\$ (172.40)											
610000.10.450.51300	Water Enterprise Sal/Wage Overtime								\$ (3,629.11)	\$ (3,166.15)		\$ (937.22)	\$ (836.78)
610000.10.480.57000	Water Enterprise, Water Const. Renew	\$ (560.00)	\$ (560.00)	\$ (560.00)		\$ (9,173.97)	\$ (3,291.01)						\$ (5,189.61)

Chief Michael W. Lane

**Gloucester Police
Department**

MEMO

RECEIVED

MAR 31 2010

Mayor's Office

To: Jim Duggan, Chief Administrative Officer

From: Chief Michael W. Lane

CC:

Date: March 31, 2010

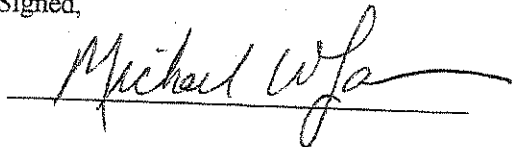
Re: Traffic Enforcement Grant

The Police Dept is seeking permission to apply for a grant offered by the Massachusetts Executive Office of Public Safety and Security . This grant would allow for greater traffic enforcement within the City and upon completion of a series of traffic stops and issued citations, the Police Dept would be eligible to receive different types of traffic enforcement hardware, such as the speedboards we now have, which was the result of a previous offering of this same grant. This grant is also referred to as the Click It Or Ticket grant.

There is an "in kind" match of \$ 4600 required, which would come from "cruiser rental" and "grant supervision/administration". The grant amount requested is \$12,000 for enforcement efforts and \$ 5,000 for equipment awards. Enforcement action would take place between May 24 and June 2, 2010.

Please contact me if you have any questions.

Signed,



Chief Michael W. Lane

City of Gloucester
Grant Application and Check List

Granting Authority: State ☒ Federal ☐ Other ☐

Name of Grant FY2010 Traffic Enforcement Grant

Department Applying for Grant: POLICE

Agency- Federal or State application is requested from: EXECUTIVE OFFICE OF
PUBLIC SAFETY

Object of the application: TRAFFIC ENFORCEMENT

Any match requirements: IN - KIND MATCH \$4,600.00

Mayor's approval to proceed: [Signature] 4/7/10
Signature Date

City Council's referral to Budget & Finance Standing Committee: _____
Vote Date

Budget & Finance Standing Committee: _____
Positive or Negative Recommendation Date

City Council's Approval or Rejection: _____
Vote Date

City Clerk's Certification of Vote to City Auditor: _____
Certification Date

City Auditor:

Assignment of account title and value of grant _____
Title Amount

Grant Budget by line item account:

Auditor's distribution to managing department: _____
Department Date sent

Note: A copy of all grant paperwork must be submitted to the Auditor's Office

**Executive Office of Public Safety and Security
Office of Grants and Research
Highway Safety Division – 617.725.3352
Application for FFY 2010 Traffic Enforcement Grant**

An electronic version of this application is available at
www.mass.gov/highwaysafety under the
'2009-2010 Traffic Enforcement and Equipment Program' link.

All responses in this Application are REQUIRED.

Submit one set marked 'Original' and TWO copies of this application.

Name of Department/Municipality		
Gloucester Police Department		
Street Address		
197 Main Street		
City	State	Zip
Gloucester	MA	01930

Official/Chief's Last Name	First Name	Title:
Lane	Michael	Chief
E-Mail Address (required)	Tel: 978-283-1212 Ext: 220	Fax: 978-281-9750
mlane@ci.gloucester.ma.us		
Grant Contact Last Name	First Name	Title:
Fitzgerald	Joseph	Lieutenant
E-Mail Address (required)	Tel: 978-283-1212 Ext: 357	Fax:
jfitzgerald@gloucester-ma.gov		978-281-9750

What is the estimated population of your community based on the 2007 Census? (Required.) 30089

Are there any unique enforcement challenges for your community, such as a major mall, factory or office park, concert venue, sports stadium, or seasonal tourist population? Please comment.

Our shoreline and beaches create a popular tourist area many months of the year. The local chamber of commerce estimates population can triple during these times. The chamber uses facts from the city clerks office and local inn keepers to arrive at these numbers.

If your department received a 2008-2009 Highway Safety Traffic Enforcement and Equipment Grant, did you encounter any major challenges or issues during the grant year? Please comment.

Last highway safety grant received in year 2006-2007.

Department Information

Identify the number of full-time officers.	55
Identify the number of part-time officers.	n/a
Does this represent an increase in staffing for 2009-10?	YES / <input checked="" type="radio"/> NO
Does this represent a decrease in staffing for 2009-10?	<input checked="" type="radio"/> YES / NO
How many officers are trained in the use of Preliminary Breath Test (PBT) units?	0
Does your department have a PBT policy?	YES / <input checked="" type="radio"/> NO
Does your department have a zero tolerance seat belt enforcement policy?	<input checked="" type="radio"/> YES / NO

Training Requests

Please indicate any specialized highway safety training your department would like to receive.

Accident reconstruction/child passenger safety. PBT operator Training.

Sobriety Checkpoint Program

If additional funds become available, would your department conduct Sobriety Checkpoints in 2010 in cooperation with the Massachusetts State Police? Provide justification including empirical data.

Yes. Traffic enforcement in 2009 resulted in 53 OUI arrests, 2 OUI drugs, and 2 OUI drugs/alcohol arrests. We feel as sobriety checkpoint would benefit the community.

Program Evaluation and Outcome

Describe how the impact of the grant program will be evaluated. For example, compare citation and crash report data for your community during the grant period with the same time period in 2008-2009. (Required).

Compare citation, crash reports, and other traffic related incidents with the same period from 2009. Review officers activity reports from grant shifts.

If you had a 2008-2009 Highway Safety grant, did you achieve your desired outcome? Please comment.

Equipment/Material Purchase

Indicate in the box below the estimated cost(s) and type of equipment/materials you would consider for purchase with this grant upon receiving approval and after July 1, 2010. Final decisions will be made by your department in May 2010. Use an attachment if additional space is necessary.

Item(s)	Estimated Cost(s)
Electronic traffic control sign	\$5000

NOTE: Departments applying in July or August 2010 are not eligible for equipment funding.

Federal Match Requirements

Departments are required to provide an in-kind match equal to or no less than 20% of their total project cost. Please indicate your department's in-kind match by item and dollar amount using the chart below. Use an attachment if additional space is necessary.

In-kind contributions can include administrative costs and operational expenses that are incurred by the department during the administration or performance of the grant, such as grant management labor costs, mileage rate for operating patrol cars, etc. See the Federal Match Requirements Section of the AGF for a detailed explanation and a list of examples.

EOPSS Enforcement and Equipment Grant

Estimated Population based on 2007 Census	Maximum Funds per Mobilization	Maximum Award for Six Mobilizations & Equipment	In-Kind Match Federal*
Less than 10,000	\$900	$\$5,400 + \$3,000 = \$8,400$	\$2,100
10,000-29,999	\$1,400	$\$8,400 + \$3,000 = \$11,400$	\$2,850
30,000-69,999	\$2,000	$\$12,000 + \$5,000 =$	\$4,250

		\$17,000	
70,000-99,999	\$2,800	$\$16,800 + \$7,000 =$ \$23,800	\$5,950
100,000-149,999	\$5,000	$\$30,000 + \$9,000 =$ \$39,000	\$9,750
150,000+	\$20,000	$\$120,000 + \$12,000 =$ \$132,000	\$33,000

Maximum Award for Six Mobilizations for your community size (see chart above):
\$ 12000

Maximum Award for Equipment for your community size (see chart above):
\$ 5000

Total Request (see chart above):
\$ 17000

NOTE: If your department wishes to apply for funding but does not have in place a seat belt policy for officers, a 50% deduction will be taken off the total award amount.

EOPSS/HSD USE ONLY

Revised Total Request: \$

All applications must include the following information to receive a grant:

IN-KIND MATCH ITEM

***MINIMUM
IN-KIND
AMOUNT**

Cruiser rental

2200

grant administration/supervision

2400

Total In-Kind Match

* \$ 4600

***NOTE:** This figure must be the same or more than the Federal Match Requirement indicated on page 5 for your community and grant award.

Check List

- ___ Complete the application and obtain the required signatures in blue ink.
- ___ Attach a signed copy of your department's safety belt policy.
 - If you do not have a safety belt policy, attach a letter from the Chief of Police.
 - If you plan to implement a safety belt policy during the grant year, attach a letter from the Chief of Police confirming your plan. This policy must be in place by February 5, 2010.
 - If you have not completed a Zero Tolerance Safety Belt Policy Statement, please attach a copy (located at www.mass.gov/highwaysafety).

NOTE: Departments without a seat belt policy will receive a 50% reduction in their total grant award.

Assurances

The Gloucester Police Department or municipality acknowledges and agrees to comply with all requirements and performance measures of this grant program. The applicant also understands and agrees that a grant received as a result of this application is subject to State and Federal regulations governing highway

safety projects and grant management requirements. We understand that our grant funding is based on continuing availability of federal funds. As the authorized official of the department or municipality, I hereby certify that the federal funds that may be received for all mobilizations under this 2009-2010 grant program do not supplant any other funds available to this department or municipality.

Chief Michael Lane

Chief of Police/Municipal Official Name

(Please print)

Signature (in Blue Ink)

Date (in Blue Ink)

Applications will be accepted on the basis of an open, rolling enrollment any time during the grant period. No contract is needed if you received an award for the 2008-2009 Traffic Enforcement and Equipment Grant. Only those new grant departments must include a signed Standard Contract (located at www.mass.gov/highwaysafety) and the Contractor Signatory Listing Form with their completed Application Package. All departments are required to submit a Sub-recipient Grantee Conditions document with their application.

BIDDERS ARE REQUIRED TO SUBMIT ONE SET MARKED 'ORIGINAL' AND TWO COPIES OF THE APPLICATION TO:

Brittany Linnekin, Program Coordinator
Highway Safety Division
Executive Office of Public Safety and Security
10 Park Plaza, Suite 3720
Boston, MA 02116

No faxes or emails will be accepted.

Questions regarding this application should be directed to Brittany Linnekin at HSD via email at brittany.linnekin@state.ma.us or by phone at 617.725.3352.

RECEIVED

APR 2 2010

Mayor's Office

Memo

To: Mayor Carolyn Kirk
From: Carol Gray, Library Director
CC: Jim Duggan, Jeff Towne, Barry Boyce
Date: 4/2/2010
Re: Establish a new Library personnel account for Contractual Services

I have spoken with the Auditing Department and asked them to set up a 51-200, contractual services account for the Library. I intend to fund the account with available money in our full time account which is available due to lag in hiring in the Children's Library.

I find it necessary to hire the services of a Reference Specialist for approximately 5-7 hours to work with our only reference librarian in assessing the print reference collection and available online resources. Currently we are open 59 hours per week to the public and have one full time professional reference person on staff 32.5 hours per week. A Reference Specialist will be able to provide valuable expert advice regarding our collection. Other libraries in our network have employed such services to great benefit, particularly with rapidly changing technological needs and resources.

Additionally we need to begin work with a consultant to update our web page. The process was begun some years ago under the former Director, but never completed. Currently one staff member is working to post new material. We need to begin the process of bringing the Library's web site into the Web 2.0 environment.

Attached you will find the Special Budgetary Transfer Request that will fund the new account.

Thank you,

Carol Gray

City of Gloucester
Special Budgetary Transfer Request
Fiscal Year 2010

____ INTER-departmental requiring City Council approval - 6 Votes Required
____ INTRA-departmental requiring City Council approval - Majority Vote Required

TRANSFER # 10-SBT- 28 Auditor's Use Only

DEPARTMENT REQUESTING TRANSFER: _____

LIBRARY

DATE: 4/2/10 BALANCE IN ACCOUNT: \$ 7,356.66

(FROM) PERSONAL SERVICES ACCOUNT #

Unifund Account #

101000.10.610.51100.0000.00.000.00.051

(FROM) ORDINARY EXPENSE ACCOUNT #

Unifund Account #

Account Description

DETAILED EXPLANATION OF SURPLUS:

SURPLUS FUNDS AVAILABLE FOR CHILDRENS
ACTING CHILDRENS LIBRARY DUE TO LAG.

(TO) PERSONAL SERVICES ACCOUNT #

Unifund Account #

101000.10.610.51200.0000.00.600.00.051

(TO) ORDINARY EXPENSE ACCOUNT #

Unifund Account #

Account Description

DETAILED ANALYSIS OF NEED(S):

RETAIN SERVICES OF WEB CONSULTANT AND
REFERENCE SPECIALIST

TOTAL TRANSFER AMOUNT:

\$ 4000-00

NEW BALANCE IN ACCOUNTS AFTER TRANSFER

FROM ACCOUNT: \$ 3356.66

TO ACCOUNT: \$ 4,000.-

APPROVALS:

DEPT. HEAD:

Carol Gray

DATE: 4-2-10

ADMINISTRATION:

Al H. Smith

DATE: 4/7/10

BUDGET & FINANCE:

DATE: _____

CITY COUNCIL:

DATE: _____

City of Gloucester
SUPPLEMENTAL APPROPRIATION - BUDGETARY REQUEST
Fiscal Year 2010

****CITY COUNCIL APPROVAL- 6 VOTES NEEDED****

APPROPRIATION # 10-SA- 7 Auditor's Use Only

DEPARTMENT REQUESTING TRANSFER:

Treasurer/Collector

APPROPRIATION AMOUNT:

\$ 24,479.86

Account to appropriate from:

Unifund Account # 101000.10.145.53140.0000.00.000.00.052

Account Description Treasurer/Collector, Legal Consultation

Balance Before Appropriation \$ 34,017.00

Balance After Appropriation \$ 9,537.14

Excess funds are the result of the CFO's negotiations with the Tax Title Attorney to save the City's funds.

Account Receiving Appropriation:

Unifund Account # 101000.10.992.59600.0000.00.000.00.059

Account Description Gen Fund - Transfer out to Special Rev Funds

Balance Before Appropriation \$ -

Balance After Appropriation \$ 24,479.86

DETAILED ANALYSIS OF NEED(S): To eliminate deficit created in FY06 where funds from the Division of Energy Resources were deposited to the General Fund but the expenses were booked to Fund 283003 (School Restitution Fund)

APPROVALS:

DEPT. HEAD:

Jeffrey Crowe

DATE: 3/24/10

ADMINISTRATION:

Chris A. Fink

DATE: 3/25/10

BUDGET & FINANCE:

DATE: _____

CITY COUNCIL:

DATE: _____

City of Gloucester
SUPPLEMENTAL APPROPRIATION - BUDGETARY REQUEST
Fiscal Year 2010

****CITY COUNCIL APPROVAL- 6 VOTES NEEDED****

APPROPRIATION # 10-SA- 8 Auditor's Use Only

DEPARTMENT REQUESTING TRANSFER:

Treasurer/Collector

APPROPRIATION AMOUNT:

\$ 13,729.21

Account to appropriate from:

Unifund Account # 101000.10.145.59250.0000.00.000.00.059

Account Description Treas/Coll, Debt Service, Interest/Temp Notes

Balance Before Appropriation \$ 165,512.38

Balance After Appropriation \$ 151,783.17

Account Receiving Appropriation:

Unifund Account # 101000.10.993.59600.0000.00.000.00.059

Account Description General Fund - Transfer to CIP Funds

Balance Before Appropriation \$ -

Balance After Appropriation \$ 13,729.21

DETAILED ANALYSIS OF NEED(S): To fund deficit for Fire Station Design/Repair Fund #300057. A
vote of the City Council was made to transfer \$50,000 from the
Fire Truck Refurbish Loan Auth. 08-02b but a public hearing was
not held as required to "reprogram" these funds.

APPROVALS:

DEPT. HEAD:

[Signature]

DATE: 3/24/10

ADMINISTRATION:

[Signature]

DATE: 3/25/10

BUDGET & FINANCE:

DATE: _____

CITY COUNCIL:

DATE: _____

City of Gloucester
Grant Application and Check List

Granting Authority: State _____ Federal ☒ Other _____

Name of Grant Drainfields Cleanup Revolving Loan Fund
(BCRLF)

Department Applying for Grant: Grants Division

Agency- Federal or State application is requested from: EPA

Object of the application: replenish the city's BCRLF grant

Any match requirements: 2090 - can be passed onto Poanee

Mayor's approval to proceed: _____

Signature

Date

City Council's referral to Budget & Finance Standing Committee: _____

Vote

Date

Budget & Finance Standing Committee: _____

Positive or Negative Recommendation

Date

City Council's Approval or Rejection: _____

Vote

Date

City Clerk's Certification of Vote to City Auditor: _____

Certification

Date

City Auditor:

Assignment of account title and value of grant

Title

Amount

Grant Budget by line item account:

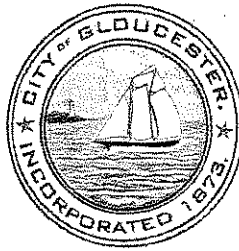
Auditor's distribution to managing department: _____

Department

Date sent

Note: A copy of all grant paperwork must be submitted to the Auditor's Office

3 Pond Road
Gloucester, MA 01930



TEL 978-281-9781
FAX 978-281-9779

CITY OF GLOUCESTER
COMMUNITY DEVELOPMENT DEPARTMENT

April 2, 2010

Ms. Diane Kelley
USEPA, Region One
5 Post Office Square, Suite 100
Mail Code: OSRR07-2 or 3
Boston, MA 02109-3912

Dear, Diane,

On behalf of the City of Gloucester, I am pleased to submit this request for Supplemental Funding in the amount of \$1,000,000 for hazardous substances to continue Gloucester's Brownfields Cleanup Revolving Loan Fund (BCRLF). The BCRLF has been a catalyst for commercial revitalization in key neighborhoods within the city. The city has relied on Brownfields funding to allow us to offer commercial and industrial property owners with the necessary funding to leverage additional private investment. Of the \$800k of EPA BCRLF funds Gloucester has received, we currently only have \$13,417.05 left uncommitted thanks to allocations made for approved projects.

The continued goal of the city's BCRLF is to provide a source of funds for remedial costs associated with Brownfields cleanup, therefore facilitating redevelopment, resulting in job creation, added revenue to the city's tax base and implement quality of life improvements that enhance our environment and cultural life.

The following will dictate exactly how important the BCRLF has been to the City of Gloucester and continuing the program is a priority for the city.

The RLF grantee must have made at least one loan or subgrant AND have significantly depleted existing available loan and/or subgrant funds.

The city successfully executed a loan in the amount of \$250,000 with Myrtle Square, LLC, owners of a site on Washington Street. The local developer project converted a 6.75 acre former cold storage facility in the heart of the city into a mixed-usage residential and retail space next to the Gloucester Commuter Train Station. The project was viewed by the EPA in the Eastern Region as a BCRLF success. With the same developer, the city approved a \$290,000 BCRLF for residential development of a former foundry, Cape Ann Forge, located on 3.5 acres along the Annisquam River.

Demonstrated need for supplemental funding, including the numbers of sites and communities that may benefit from supplemental funding.

I4-C2

An exciting new economic development project in Gloucester is the city's pending acquisition of a key site, "I4-C2". This 2-acre economic development investment is a piece of prime real estate that is an essential downtown link to the waterfront. After sitting vacant for 45 + years, the city's economic plan includes development of the harbor side site for revitalization in one of Gloucester's prime locations.

Ocean Alliance/ The Paint Factory

A new BCRLF project is for Ocean Alliance, a world renowned whale research institute, who purchased a historic 2-acre site in the Gloucester Harbor (the former Tarr & Wonson Paint Factory). When completed, the historic Paint Factory will be Ocean's Alliance's world headquarters.

Other BCRLF Plans

Other BCRLF plans include a prioritized targeted portion of the waterfront - Census Tract 221500, where 66% of its population are low to moderate income. (Defined by Housing and Urban Development as a census tract in which a majority of the residents earn less than 80% of the Area Median Income).

We also plan to identify, access and remediate Brownfields sites throughout Gloucester. The City is committed to tackling these challenges head-on at both private and publicly owned properties. We will continue to prioritize and outreach to areas where the BCRLF will provide the greatest impact.

Demonstrated ability to administer and "revolve" the RLF grant, and administer subgrant(s) and/or loan(s).

The City of Gloucester has a team of experienced financial and grant management professionals on staff to continue to administer the Brownfields Revolving Loan Fund (BCRLF) targeted toward eligible sites throughout the city. Our Grants Administrator, Sharon DuBois, who joined the City of Gloucester in August 2009, served for seven years in the City of Lawrence, MA, successfully preparing and administering EPA Brownfield's Assessment, Cleanup and BCRLF grants. Ms. DuBois also organized a first-time prioritized Brownfields inventory program for the city. Our current team involves the Massachusetts Department of Environmental Protection and several departments of the City of Gloucester. All BCRLF quarterly reports, including ACRES reporting, are up to date.

The Grants Division will continue to be the lead operating department responsible for overseeing the BCRLF Program, ensuring the city fulfills all of its obligations under the program. The city is current with our submission of quarterly reports to the U.S. Environmental Protection Agency.

Personnel of the Grants Division have over 40 years of grants management and currently manage the following revolving loan funds:

- HUD Section 108 Loan Fund with a total capitalization to date of \$2.55 million dollars;
- CDBG Housing Rehabilitation Loans with a total capitalization to date of \$3 million dollars;
- CDBG Public Facilities Loans (initiated in 2005) with a total capitalization of \$100,000;

Demonstrated ability to use the RLF grant to address funding gaps for cleanup

The city relies heavily on the Brownfields Revolving Loan Fund (BCRLF), as it allows us to offer commercial and industrial property owners with the necessary funding to leverage additional private investment.

At the time of application, Myrtle Square, LLC (Jay McNiff and Todd Twombly) has invested \$50,000 of their own capital towards the direct cleanup of 143 Washington Street. Additionally, \$3.45 million dollars of their own funds and conventional financing through Bank North have been invested into the site's development.

The continued goal of the city's BCRLF is to provide a source of funds for remedial costs associated with Brownfields cleanup, therefore facilitating the Brownfields redevelopment, resulting in job creation, added revenue to the city's tax base, and implement quality of life improvements that enhance our environment and cultural life.

Community benefit from past and potential loan(s) and/or subgrant(s).


Gloucester is a city on the move. However, in these difficult economic times for local government, so much of this would not be possible if it weren't for the assistance of the Brownfields Revolving Loan Fund (BCRLF).

Momentum requires nurturing and careful attention and the BCRLF provides the city with the ability to maximize our efforts to benefit the citizens of Gloucester. The BCRLF allows the city to carry out activities which aid in the prevention or elimination of slums or blight. Additionally, the BCRLF allows the city to fund activities that meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, where other financial resources are not available to meet such needs.

As stated above, the increase in the commercial and industrial tax base and job creation the BCRLF presents is instrumental to continued quality of life for our citizens.

Thank you for the continued support the U.S. Environmental Protection Agency has provided the city. If you have questions or need additional information, feel free to contact me at (978) 282-3027 or at sdubois@gloucester-ma.gov

Regards,


Sharon DuBois
Grants Administrator

Fiscal Year 2010
Process and Considerations for Brownfields Revolving Loan Fund Grant
Supplemental Funding

Limited funds may be available to supplement existing Brownfields Revolving Loan Fund (RLF) grantees that have made loan(s) and/or subgrant(s) and substantially depleted their pool of loan funds. Eligible RLF grantees are limited to those awarded under CERCLA Section 104(k) and those originally awarded under CERCLA Section 104(d) that have transitioned to Section 104(k) as provided in Section 104(k)(3)(D). RLF grantees applying for supplemental funding must address the considerations identified in Part III, below. EPA reserves the right to reject all requests and make no awards.

I. Background

Section 104(k) of the Small Business Liability Relief and Brownfields Revitalization Act (Pub. L. No. 107-118) (Brownfields Law) includes a provision for the U.S. Environmental Protection Agency (EPA) to, among other things:

- award grants to eligible entities to be used to capitalize Revolving Loan Funds (RLFs) and provide subgrants for brownfields cleanup;
- make an additional grant to RLF grantees for any year after the year for which the initial grant is made (noncompetitive RLF supplemental funding).

II. Process

Notification of Supplemental Funding Availability

- Eligible grantees will be notified of the availability of RLF supplemental funding for Fiscal Year 2010 by Regional RLF Project Officers/Project Managers. A Federal Register notice informing RLF grantees of the general availability of RLF supplemental funding was published March 9, 2010. In addition, information regarding the availability of RLF supplemental funding is available on the EPA Brownfields website at <http://www.epa.gov/brownfields/rflfst.htm#suppfund>.

Requesting Supplemental Funding

- Fiscal Year 2010 RLF supplemental funding decisions will be based upon specified considerations defined in Part III below. The requestor of supplemental funding must be the cooperative agreement recipient of a previously awarded RLF grant. Submittals should note the dollar amount requested for each type of funding available (hazardous substances and/or petroleum). For example, a grantee could request \$500,000 in hazardous substances funds and \$0 in petroleum funds. Supplemental funding awards are generally between \$200,000 and \$500,000, in total.
- A request for supplemental funding will be in the form of a letter addressed to your Regional Brownfields Coordinator (see attached list)

with a copy to Diane Kelley, USEPA Region I, 5 Post Office Square, Suite 100, Boston, MA 02109-3912.

The letter should address the considerations identified in Part III.

Regional Input on Requests

- EPA Regions will review request letters from RLF grantees. Regions will submit an evaluation of the request as it relates to the considerations below and a recommendation on the award of supplemental funding.

Deadlines

- Request letters must be postmarked by April 9, 2010. If an RLF grantee is not able to submit their request letter by this deadline, they may have opportunities to apply for supplemental funding under future offerings, subject to funding availability.

Selection/Award

- Upon selection by the Assistant Administrator of the Office of Solid Waste and Emergency Response (OSWER), award of supplemental funds will be made by the Regional Administrator, or other appropriate regional award official.
- Upon selection by OSWER to receive an award of supplemental funds, RLF grantees will be required to work with EPA Regions to amend existing cooperative agreements and work plans.

III. Considerations

Grantees requesting supplemental funding should address the following considerations in their letter:

1. ***The RLF grantee must have made at least one loan or subgrant AND have significantly depleted existing available loan and/or subgrant funds***
RLF grantees should discuss all previous loan(s) and/or subgrants and describe the budget status (including repayment schedules, income projections and remaining funds available) of their existing RLF.
2. ***Demonstrated need for supplemental funding, including the numbers of sites and communities that may benefit from supplemental funding***

RLF grantees should specify the level of supplemental funding sought and discuss the specific project(s), community(ies), and site(s) that may benefit from such funding. EPA strongly encourages RLF grantees to market their RLF program to local communities/neighborhoods, especially potential environmental justice communities/neighborhoods, communities/neighborhoods with a health risk related to exposure to hazardous waste or other public health concerns, or economically disadvantaged or remote areas

3. ***Demonstrated ability to administer and "revolve" the RLF grant, and administer subgrant(s) and/or loan(s)*** Acceptable ability can be demonstrated through the following: demonstrated progress in your business plan to build and revolve your RLF; timely submission of all quarterly reports, or other applicable deliverables to EPA (including ACRES database entry); success meeting the administrative requirements of your existing RLF grant; discussion of specific measures of success for work already funded by EPA including successful identification/use of a fund manager/environmental professional; timely completion of loan documentation; and receipt of regional approvals required by cooperative agreements.
4. ***Demonstrated ability to use the RLF grant to address funding gaps for cleanup*** Examples of accomplishments by the RLF grantee in addressing funding gaps may include identifying and addressing where such gaps exist in specific projects and efforts to coordinate with and leverage other financing programs for brownfields assessment, cleanup, and redevelopment, where available and applicable.
5. ***Community benefit from past and potential loan(s) and/or subgrant(s)*** Community benefit from loans may be demonstrated by, for example, descriptions of how existing loans have or will benefit community(ies) in under-served areas, how loans have fit into long-range planning and development efforts of a community; how redevelopment is projected to benefit public health, the environment and the economic stability of the community, including the reduction of associated health risks, tax revenues generated and/or jobs leveraged from loans made.

If you have questions about RLF supplemental funding, please contact Diane Kelley EPA's National Brownfields RLF Lead, at (617) 918-1424.

3 Pond Road
Gloucester, MA 01930



Tel 978-282-3027
Fax 978-282-3035

CITY OF GLOUCESTER
COMMUNITY DEVELOPMENT DEPARTMENT
GRANTS OFFICE

Memorandum

To: Carolyn Kirk, Mayor
From: Sharon DuBois, Grants Administrator
CC: Sarah Garcia, Community Development Director
Date: April 5, 2010
Re: Program Year 2010 CDBG & HOME Grants

We are gearing up for Program Year 2010 (PY10) of our Community Development Block Grant (CDBG) and HOME Funding Annual Appropriations.

The effective start date for PY10 is July 1, 2010. On December 3, 2009, the City of Gloucester, Grants Office, held an informational meeting regarding the Five Year Consolidated Action Plan to obtain the views and comments of the citizens of Gloucester. The ConPlan offers a guide for housing and community development efforts over the next five years. The goals and priorities identified in the ConPlan will be used as a guide for future funding of the CDBG activities and programs.

The Request for Proposals was issued in February, with applications being received in the beginning of March. Three public hearings were held: an informational meeting on December 3, 2009, in the Friend Room of the Sawyer Free Library, regarding the Five Year Consolidated Action Plan to obtain the views and comments of the citizens of Gloucester; a pre-submittal informational meeting was held in the Friend Room of the Sawyer Free Library on Thursday, February 18, 2010, and a third meeting on Thursday, March 11, 2010, in the Friend Room, Sawyer Free Library, to hear the presentations of the submitted RFPs. The city's proposed allocation of funds is scheduled to be advertised for public comment on April 9, 2010. This ad will also include instructions for any individual interested in examining the Draft 2010 Five Year Consolidated Plan/Annual Action Plan to do so at the Grants Office, City Clerk's Office, the Sawyer Free Library or on the city website at www.gloucester-ma.gov. The final version of this plan will be submitted to the US Department of Housing and Urban Development (HUD) on or about May 14, 2010.

Please request that the City Council accept the **anticipated** CDBG Grant in the amount of \$870,582 and the city's **anticipated** allocation of the HOME Grant from the North Shore HOME Consortium in the amount of \$138,848.

Activities to be funded with HOME funds (\$138,848) and Community Development Block Grant funds (\$870,582) for PY10 beginning July 1, 2010, and ending June 30, 2011.

City of Gloucester
SUPPLEMENTAL APPROPRIATION - BUDGETARY REQUEST
Fiscal Year 2010

****CITY COUNCIL APPROVAL- 6 VOTES NEEDED****

APPROPRIATION # 10-SA- 9 Auditor's Use Only

DEPARTMENT REQUESTING TRANSFER: _____ Dept. of Public Works

APPROPRIATION AMOUNT: \$ 60,000.00

Account to appropriate from:

Unfund Account # 294015.10.000.16000.0000.00.000.00.000

Account Description Highway Force Acct.

Balance Before Appropriation \$ 67,384.00

Balance After Appropriation \$ 7,384.00

Account Receiving Appropriation:

Unfund Account # 101000.10.470.58415.0000.00.000.00.058

Account Description Public Services Paving

Balance Before Appropriation \$ _____

Balance After Appropriation \$ 60,000.00

DETAILED ANALYSIS OF NEED(S): Funds needed to fund the small paving contract for spring road
resurfacing.

APPROVALS: JST

DEPT. HEAD: _____

DATE: 4/6/10

ADMINISTRATION: _____

DATE: 4/7/10

BUDGET & FINANCE: _____

DATE: _____

CITY COUNCIL: _____

DATE: _____



CITY OF GLOUCESTER 2010 CITY COUNCIL ORDER

ORDER: #CC2010-021
COUNCILLOR: Jackie Hardy

DATE RECEIVED BY COUNCIL: 04/13/10
REFERRED TO: B&F
FOR COUNCIL VOTE:

Ordered that the Budget and Finance Committee invite the Superintendent of Schools, Mr. Christopher Farmer, and the Administrators of the Gloucester Community Arts Charter School, Mr. Anthony Blackman and Ms. Jane O'Connor to their meeting to discuss the format of their Proposed FY 2011 Budget Proposals to the City Council and the scheduling of the reviews of same.

Jackie Hardy
City Council President

Philip Dench
Chief of the Department
Eight School Street
Gloucester, MA 01930



TEL: 978-281-9780
FAX: 978-291-9822
email: pdench@gloucester-ma.gov

CITY OF GLOUCESTER
FIRE DEPARTMENT

Memorandum

To: Tom LoGrande, Gloucester Fire Department
Phil Bouchie, Gloucester Fire Department

From: Phil Dench, Fire Chief

Cc: Jim Duggan, Chief Administrative Officer

Date: March 16, 2010

Re: Response to Oral Communications

CITY CLERK
GLOUCESTER, MA
10 APR 12 PM 1:59

I want to take this opportunity to respond to the Oral Communications at the March 2, 2010, City Council meeting.

At the October 20, 2009, City council meeting the Mayor stated that she was comfortable with the current appropriation to maintain a minimum of 14 manning. This was based on a three years average of how many firefighters report to work each shift. The Mayor stated that with 15 to 17 men assigned to each shift, if attendance started to drop, she would have to come back to the Council for more money. Attendance did drop but, due to the fact that we received the Staffing Grant, the Mayor did not have to go back to the Council for additional funding in order to maintain the contractual 14 man minimum.

We had as many as 4-5 firefighters out on long term 111f. Coupled with vacations and unrestricted use of discretionary days (up to 5 firefighters combined each shift), sickness, military leave, funeral leave, multiple alarm callbacks, coverage for ambulance trips to Beverly and Salem hospitals, storm coverage, the boil water emergency, etc. the overtime money was exhausted the first six months of the fiscal year. The budgeted overtime money was spent and when we got the grant this supplemented that budget. None of the \$200,000 was supplanted.

Originally, it was believed that the grant could be used for either overtime or hiring firefighters. When it was learned that the grant could be split and used for both overtime and hiring, we decided to hire one paramedic. This was done as a first step in bringing the staffing back to where it was a few years ago and lightening the need for overtime to cover the 14 minimum manning.

The monies for January and February were just for budgeting strategy and in no way represent what was actually spent. The \$26,000 was an estimate, based on three previous years' history, of how much it would take to maintain 14 man minimum manning. The overtime was low for January so the balance of \$23,380 was rolled into February-June 30th, which made \$31,899.55 for those months (estimated). In February we spent \$27,369.63 leaving a balance of \$4529.92. Rolling this into March 1 - June 30th made \$33,032.03 available for those months. So far in March we have exhausted almost \$27,000 (due to major storms, multiple alarm fires and normal overtime) with three more weeks to report. We will more than likely be over the \$33,032.03 and the "growing mound" for April 1 - June 30 will likely go down some.

The budgeted amounts for the grant are an estimate based on three years past history of overtime required to maintain a minimum of 14 people on duty. They are by no means hard figures as we cannot accurately predict what will be needed from month to month. It is a balancing act at best. The Mayor presented a budget which included \$200,000 for overtime. The City Council approved that budget. Through all the reasons stated above, the money was expended within the first six months of the fiscal year. None of that money has been supplanted. The \$388,125 will be spent over the twelve month period to keep as many firefighters on duty and as many stations open as will be allowed by the uncertainties of storms, multiple alarm fire etc. and the constraints of up to two people out on scheduled vacation and up to three additional people out on discretionary leave each shift.

The Service Zone Plan was originally drafted in 2007 when we had all of the outskirt stations open a majority of the time. It stipulated what could reasonably be expected as far as response times, based on all stations being open. The service zone plan is a fluid document which is reviewed and updated each June. The Service Zone Advisory Committee consists of the Mayor, Senator Tarr, Representative Ferrante, Police, Fire, Hospital, area ambulance services, etc. The Union has also been invited to and has been represented at these meetings. It may be necessary amend the plan based on the current economy and the City's ability to fund keeping all outskirts open 24/7/365.